



MIAMI-DADE COUNTY, FLORIDA  
BUILDING AND NEIGHBORHOOD COMPLIANCE DEPARTMENT  
PRODUCT CONTROL SECTION

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**CHECKLIST #0400 SPECIAL INSTRUCTIONS FOR MANUFACTURERS WITH  
APPLICATION FOR PRODUCT APPROVALS AT THE STATE REQUESTING  
QUALITY ASSURANCE SERVICE BY MIAMI-DADE COUNTY**

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**MANUFACTURERS OF APPROVED PRODUCT MUST HOLD CURRENT NOTICE OF ACCEPTANCE  
(NOA) ISSUED BY OUR OFFICE.**

Submit the following information and documents:

- ☐ A complete original PRODUCT CONTROL APPLICATION FOR HOURLY RATE SERVICES (PC002 application).
  - ☐ Checkmark the 'Special Services' box, and under 'Specify' enter "Quality Assurance Service Agreement",
  - ☐ Reference the FL application number(s) under this request for service;
- ☐ One set of copies from the approval document submitted to the state as they are referenced in the Product Approval page of the Building Code Information System , and
- ☐ A Letter from the applicant specifically stating that they are requesting Quality Assurance service from Miami-Dade County's Building and Neighborhood Compliance Department for a product or a family of products (one application per category as defined in Rule 9B-72) for the specified period of five (5) years;
- ☐ Upon complete review of the file, applicant must submit payment for the invoiced amount in the form of a check, in accordance with current fee schedule for Special Project, with the name of the applicant clearly printed.
- ☐ Upon receipt of payment and after our approval, a Service Agreement Certificate will be issued.
- ☐ Additionally, if the manufacturing location is outside the US territory, the applicant must submit a Distributor Agreement at the time of application. (If existing NOAs with Miami-Dade are not manufactured in the same location outside the US, then the distributor agreement fee also applies.)

Revised: 12-21-10

